

## DJJS Policies & Procedures Review Calendar

Policies and Procedures are to be reviewed by all staff each year under the direction of the supervisor. This calendar aids management and staff in accomplishing that effort. All Policies and Procedures may not relate to your specific job duties. However, you are responsible to know and follow all DJJS and DHS policies.

January	February	March	April	May	June
Administrative - Personnel	Admin (cont)- Training	Juvenile Treatment Programming	Client Rights	Safety, Security Supervision	Safety, Security, Supervision (cont)
01-01 Development, Coordination, and Approval Policies	01-10 JJS Logo	03-01 Reserved	04-01 Rights-Responsibilities of Juveniles	05-01 Warrants	05-10 Contraband
01-02 Code of Ethics	01-11 Community Relations	03-02 Use of Clinical Polygraph	04-02 Religious Programs	05-02 Searches of Person, Room, State Vehicles	05-11 Juveniles as Informants or Decoys
01-02:A Code of Ethics for Volunteers	01-12 Juvenile Food Service	03-03 Intake Screening	04-03 Resident Mail	05-03 Suicide Prevention	05-12 Critical Incident After Action Process
01-03 Volunteers and Donations	01-13 Reserved	03-04 Community Service, Restitution & Fines	04-04 Telephone Access	05-04 Transportation	05-13 Reserved
01-04 Research, Evaluation and Planning	01-14 Personal Electronic Devices	03-05 Juvenile Wellness	04-05 Juvenile Property control	05-05 Use of Confinement	05-14 Requests by Law Enforcement
01-05 Legal Assistance	02-01 New Staff Training	03-06 Informed Consent	04-06 Visitation Policy	05-06 Use of Restraint Devices	05-15 Incident Reports
01-06 Incentive Awards	02-02 Training Instructor Certification	03-07 Highway Clean-up	04-07 Safety and Health Standards	05-07 Use of Physical Intervention	05-16 Facility Access
01-07 Operation Manuals	02-03 Annual Training		04-08 Grievance Process	05-08 Staff Supervision and Monitoring	05-17 Specialized Intervention
01-08 Criminal Record Checks				05-09 Evidence	05-18 Law Enforcement Assistance
01-09 Dress Code					

July	August	September	October	November	December
Juvenile Records / Medical Services	Youth Parole Authority	JJS Directives	DHS Directives	DHS –Select Policies	DHS – Select Policies
06-01 Creation, Storage, and Retention of Juvenile Records	08-01 Annual Review of YPA Policy/ Procedures	09-01 Excess Hours	10-01 Mileage Reimbursement	DHS 1-1 Legal Proceedings	DHS 1-2 Appropriate Vehicle Use
06-02 Reserved	08-02 YPA Case File	09-02 Training Credit & Mandatory Training Grid	10-02 Budget Restrictions	DHS 1-10 Institutional Review Board Policies	DHS 2-15 Overtime and Excess Hours
07-01 Non-Emergency Medical/Dental Services	08-03 Youth Parole Hearings	09-03 Reserved	10-03 Training Conferences & Speaker fees	DHS 1-6 Public Information Policy	DHS 3-3 Reporting Medicaid and Other Fraud
07-02 Emergency Medical Care	08-04 Guidelines for Length of Stay		10-04 Retreat & Conferences	DHS 2-10 Unlawful Harassment	DHS 6-4 Appropriate IT Use
07-03 Medications and Pharmaceuticals	08-05 Individual Hearings	09-04 Reserved		DHS 2-13 Workplace Violence	
07-04 Medical and Dental Records	08-06 Conditions of Parole			DHS 2-14 Domestic Violence Prevention	
	08-07 Warrants of Retake				

Last update 6-02-15

**\*Note:**